

**Date:** December 4, 2015

**To:** Thomas J. Bonfield, City Manager

**Through:** Wanda S. Page, Deputy City Manager

**From:** Bertha T. Johnson, Director of Budget and Management Services

**Subject:** FY2016-17 Budget Development Schedule

### **Executive Summary**

The attached schedule represents the proposed dates and times for the major events related to the development of the FY2016-17 budget. Two planning retreats with City Council are included on the schedule. Topics to be discussed at the retreats include:

- Economic Outlook -(local Economist)
- FY16-17 Budget Outlook
- FY16-17 Budget Development Guidelines
- Resident Satisfaction Survey Results
- Capital Improvement Plan (CIP)
- Multi-Year Financial Plans
- Debt Plan

Other topics may be added to the agendas based on proposed initiatives and/or City Council feedback. We will also conduct two public hearings on the budget (Monday, March 7<sup>th</sup> and Monday, June 6<sup>th</sup>).

### **Recommendation**

Approve the proposed schedule for the FY2016-17 budget development process.

### **Background**

Each year, after the proposed City Council meeting schedule is developed, the Administration develops the proposed schedule for the budget development process. The proposed schedule is submitted to City Council for review and approval.

### **Issues/Analysis**

There are concerns each year about the number of events compressed into a short timeframe. It is challenging to make major adjustments to the schedule due to external pre-scheduled meetings (Coffee with Council PAC meetings) and statutory requirements.

### **Alternatives**

The City Council may amend the proposed calendar.

**Financial Impact**

N/A

**SDBE Summary**

N/A